

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1144133

Date Posted: 10/03/11

POSITION NO: 949502

Closing Date: 10/14/11

CLASS CODE: 3722

POSITION TITLE: Health Education Technician

DEPARTMENT NAME: Navajo Health Education Program/NDOH

DEPARTMENT NO: 114 WORKSITE LOCATION: Winslow, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: Mon - Friday

Permanent: ☒

SALARY:

Hours: 8:00am-5:00pm

Temporary: ☐

Duration: \$ 24,752.00 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Assists in the planning and development of the Health Education program plans to meet goals and objectives. Assist in the development and implementation of data collection to determine short and long term needs and priorities for Health Education at the service unit.

Provides health education services in these settings; patient, community, school and worksite health education. Coordinates and collaborates services with various multi-disciplinary health care providers, fire, emergency & public safety personnel. Ensure delivery of a comprehensive approach of information dissemination, including utilizing media resources.

Effective public speaking skills with the ability to prepare, deliver, interpret & translate a complex health message into layman's terms. Skilled in the delivery and management of communicating health messages to variety of audience from the elderly, general adult/middle aged, young adults, adolescents and children. Ability/skilled in communicating one-on-one small and large groups.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Health, Health Education, Health Promotion, or related field; and

Experience:

Two (2) years providing health education in the public, community, school, or hospital setting; or an equivalent combination of education, training, and experience (health and safety discipline, ***preferred***) which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must provide copies of transcripts, degree, diploma, certificates, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of public health education methodology and principles. Knowledge of tribal, state and public health & public safety, organizations, their function and services including public health & emergency response. Skills in communication and maintaining positive working relationships. Public speaking skills to include ability to interpret medical terminology. Must be bi-lingual (Navajo and English)

Special Skills: National Incident Management System (NIMS) training preferred.

License/Certification Requirements:

Must possess a valid state driver's license. Must obtain within 90 days of employment: a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate and a First Responder Certificate.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99